

Information Services Committee

Meeting Minutes for Thursday 3/20/2014

Attendees: Simon Balm, Jamie Cavanaugh, Jocelyn Chong, Jinan Darwiche, Steve Hunt, Walter Meyer, Steve Peterson, Sal Veas

Meeting time: 11:15 AM to 12:30 PM

1. The ISC Committee reviewed and approved 3/6/2014 meeting minutes as amended.
2. Jamie reminded committee members that next meeting scheduled on 4/10/2014 is a joint Distance Education (DE) and ISC meeting.
3. In response to the faculty winter technology retreat recommendation, Al reported that it is estimated at an average of \$8,000 per classroom to install a media cart. Currently, there are approximated 48 classrooms that are not enabled with any smart classroom technology and another 50 projectors are scheduled to be replaced.
4. Jamie reported that, with the help from Institution Research, the DE student survey was launched and a result study will be scheduled after the next DE Committee meeting.
5. The Committee reviewed and discussed the current technology request solicitation procedure and agreed to have a separate method to collect faculty computer request in order to avoid the confusion of departmental technology form vs. individual faculty computer request forms. Steve Peterson volunteered to develop a web form to collect faculty computer request information for next year. After the deadline, the committee will forward faculty computer requests to his/her department chair for final review and then submit with the departmental technology requests.
6. The Committee briefly reviewed technology requests from various departments. In order to have a thorough understanding of these department technology requests and the priorities, the Committee decided to assign each member to a couple of departments to gather more detailed information in person. Committee members will report back of their findings in the next meeting.